

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

September 21, 2011

**SUBJECT: STANDARDS BASED ASSESSMENT - LIEUTENANT AND BELOW,
FORM 01.87.00 - REVISED; AND STANDARDS BASED ASSESSMENT -
LIEUTENANT AND BELOW, GUIDELINES FOR COMPLETING THE
REPORT, FORM 01.87.02 - REVISED**

EFFECTIVE: IMMEDIATELY

PURPOSE: The purpose of this Order is to revise the Standards Based Assessment - Lieutenant and Below, Form 01.87.00, and the Standards Based Assessment - Lieutenant and Below, Guidelines for Completing the Report, Form 01.87.02. In an effort to simplify the rating process, the "Greatly Exceeds Standards" category has been removed.

PROCEDURE:

I. STANDARDS BASED ASSESSMENT - LIEUTENANT AND BELOW, FORM 01.87.00 - REVISED. The Standards Based Assessment - Lieutenant and Below has been revised as follows:

- * The category "Greatly Exceeds Standards" has been removed;
- * The category "Meets or Sometimes Exceeds Standards" has been renamed "Meets or Exceeds Standards;"
- * The question "What was the employee's most significant contribution to the Unit or Division and the Department during this assessment period?" has been deleted;
- * The box for the Commanding Officer to address sustained personnel complaints has been deleted;
- * A checkbox has been added to the Needs Improvement section of category "F. Acceptance of Responsibility" for sustained complaints of misconduct that were adjudicated during the assessment period; and,
- * The space for "Employee Comments" has been removed.

The use, completion and distribution of this form remain unchanged.

II. STANDARDS BASED ASSESSMENT - LIEUTENANT AND BELOW, GUIDELINES FOR COMPLETING THE REPORT, FORM 01.81.02 - REVISED. The Standards Based Assessment - Lieutenant and Below, Guidelines for Completing the Report has been revised to reflect the changes made to the Standards Based Assessment - Lieutenant and Below.

September 21, 2011

The use, completion and distribution of this form remain unchanged.

FORM AVAILABILITY: The Standards Based Assessment - Lieutenant and Below and the Standards Based Assessment - Lieutenant and Below, Guidelines for Completing the Report are available in E-Forms on the Department's Local Area Network. Copies are attached for immediate use and duplication. All other versions of the forms shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order deletes Section 3/760.25 from the Department Manual. The "Form Use Link" applicable to the Standards Based Assessment - Lieutenant and Below and the Standards Based Assessment - Lieutenant and Below, Guidelines for Completing the Report is accessible in Volume V of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

☐ PROBATIONARY ☐ REGULAR ☐ TRANSFER ☐ SPECIAL

ANNIVERSARY DATE OF CURRENT RANK

	RMIS ACTION ITEM NO.	PERIOD COVERED (MONTHS)	FROM:	TO:
NAME (LAST, FIRST M.I.)	SERIAL NO.	RANK	ASSIGNMENT	
JOB DESCRIPTION: (A specific description of the duties of the assignment. DO NOT comment on employee performance.)				

Instructions:

Check ***all*** boxes that apply. Attach documentation (e.g., Comment Cards, NTCDs) for all Needs Improvement checked below. Documents may be also attached for Meets or Exceeds Standards.

(NOTE: It is appropriate to check multiple boxes in each column for each category):

PART I - SPECIFIC PERFORMANCE

A. SKILLS REQUIRED TO PERFORM CURRENT ASSIGNMENT: Consider task skills and competencies demonstrated and knowledge of policy and procedure exhibited in performance.

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Shows skills and knowledge which meet or exceed the standards of competence in the areas deemed important by divisional management. <input type="checkbox"/> Acquires skills or knowledge readily and applies them properly.	<input type="checkbox"/> Lacks skill or knowledge in some important performance area. <input type="checkbox"/> Does not acquire skill or knowledge without considerable or prolonged supervisory attention. <input type="checkbox"/> Often produces work requiring supervisory remediation or correction.

B. INITIATIVE AND PRODUCTIVITY: Consider demonstrations of energy and assertiveness towards daily tasks and special assignments. How productive is the employee in areas of specific concern to the Unit or Division.

MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Produces work deemed important by employee's supervisor or commanding officer in a quantity which meets or exceeds explicit supervisory or command expectations. <input type="checkbox"/> Exhibits initiative to resolve problems or take on tasks deemed important by employee's supervisor or commanding officer. <input type="checkbox"/> Work quality meets or exceeds levels required for effective operations.	<input type="checkbox"/> Produces unacceptably low quantity of work product in functions deemed important by employee's supervisor or commanding officer. <input type="checkbox"/> Exhibits little or no initiative to problem-solve or take on tasks deemed important by employee's supervisor or commanding officer. <input type="checkbox"/> Requires much more supervisory prompting and reminding than others in the same or a similar work unit before getting work done.

C. COMMUNICATION: How well does the employee negotiate through a complicated situation either verbally or in written form; how well does employee listen and utilize information; how is the employee's objectivity and demeanor; how do others respond to the employee's oral, written, or non-verbal communication?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Quality of written work meets or exceeds requirements of effective operations. <input type="checkbox"/> Written work is always or nearly always submitted on time. <input type="checkbox"/> Speaks at appropriate times and with appropriate tact and demeanor. <input type="checkbox"/> Converses orally in ways that promote cooperation or understanding.	<input type="checkbox"/> Written work often requires editing to correct content errors or omissions. <input type="checkbox"/> Written work often requires editing to correct confusing or vague language. <input type="checkbox"/> Written work is often submitted late. <input type="checkbox"/> Frequently responds to statements of others as if the point of the others' statements was not heard. <input type="checkbox"/> Often speaks in ways that unnecessarily provoke complaints, anger, or confusion in others.

D. PERSONAL INTERACTIONS: How does the employee interact with citizens, employees, and Department rules?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Receives citizen commendations for helpfulness, assistance, compassion, etc. <input type="checkbox"/> Shows regard for Department policies by complying with rules and regulations. <input type="checkbox"/> Exhibits a pleasing or congenial demeanor with co-workers and citizens. <input type="checkbox"/> Encourages peers, subordinates, or trainees to be productive. <input type="checkbox"/> Typically cooperates with co-workers and others.	<input type="checkbox"/> Receives an inordinate number of complaints from citizens, co-workers, or supervisors for being rude, curt, brusque, or discourteous. <input type="checkbox"/> Inappropriately expresses open hostility toward the Department or its policies in the workplace. <input type="checkbox"/> Unnecessarily or inappropriately confrontational, sarcastic, indignant, or demeaning of others or their ideas. <input type="checkbox"/> Responds to clear supervisory directions with resistance, delay, or indignation. <input type="checkbox"/> Resists cooperation with co-workers.

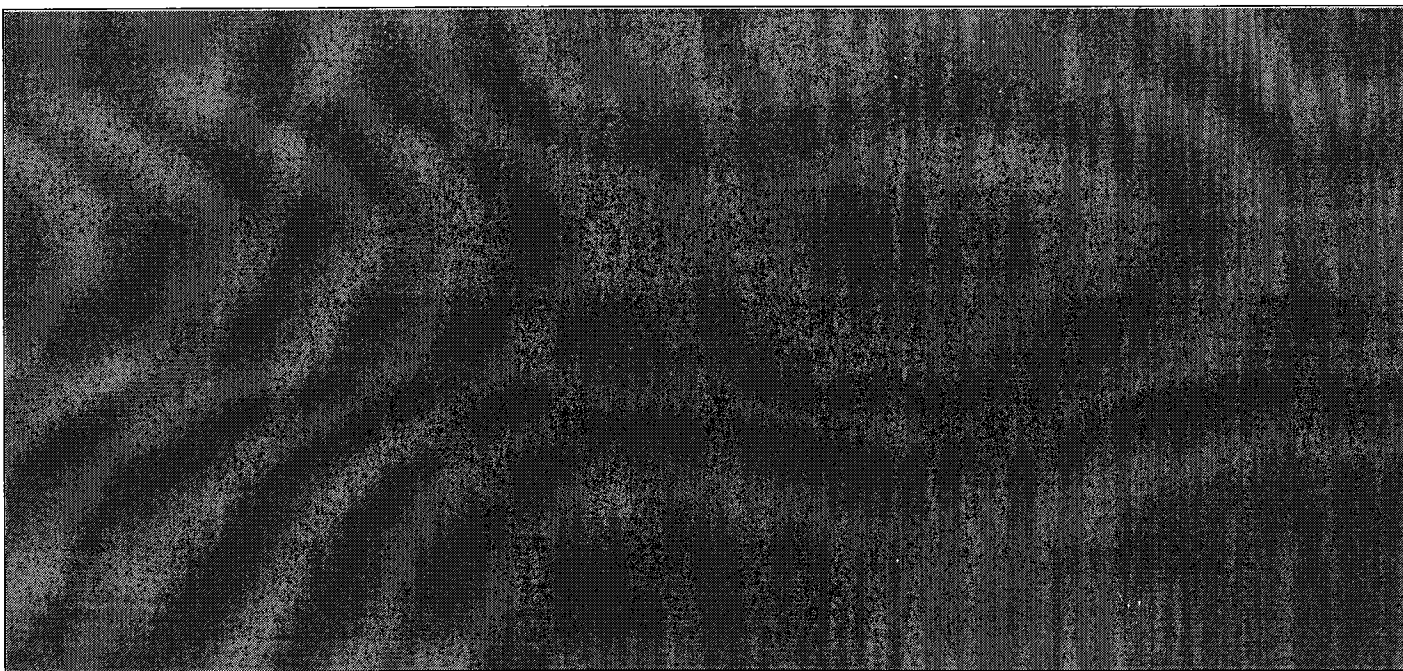
E. INTEGRITY: Attention to maintaining Civil Rights during all contacts. Ensures that proper procedures are always followed in matters of detention, arrests, warrants, etc.	
MEETS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Exhibits concern and regard for civil rights, including use of force, detention, arrest, and search and seizure. <input type="checkbox"/> Takes steps to implement community policing commensurate with the employee's duties and responsibilities. <input type="checkbox"/> Passed a Department-generated integrity audit.	<input type="checkbox"/> Exhibited an indifference to or disregard for civil rights. <input type="checkbox"/> Exhibits indifference to or disregard of community policing. <input type="checkbox"/> Made a false or misleading statement resulting in sustained disciplinary action. <input type="checkbox"/> Submitted a false or misleading document resulting in sustained disciplinary action.

F. ACCEPTANCE OF RESPONSIBILITY: Consider examples of responsible, dependable, or trustworthy behavior. What tasks or responsibilities has the employee been entrusted with? What resulted from entrusting the employee with an important task or set of responsibilities?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT (Attach Required Documentation)
<input type="checkbox"/> Typically accepted personal responsibility for employee's own actions. <input type="checkbox"/> Ordinarily or in some particularly important situation assumed command or led others where employee was responsible for assuming leadership. <input type="checkbox"/> Typically completed required assignments, tasks, and other clear job requirements. <input type="checkbox"/> Always or nearly always present at work or at particular calls or events when employee knew the need to be present and was able to be present.	<input type="checkbox"/> Often or in some particularly important situation denied personal responsibility for employee's own actions. <input type="checkbox"/> Often or in some particularly important situation failed to lead others where the employee was clearly responsible for assuming leadership. <input type="checkbox"/> Often or in some particularly important situation failed to initiate or complete a required assignment or task or meet some other clear job requirement. <input type="checkbox"/> Often or in an important situation failed to be present when employee knew the need to be present and was able to be present. <input type="checkbox"/> A Personnel Complaint was adjudicated by Chief of Police as "Sustained," with Admonishment or higher penalty. (Check only if the misconduct is not related to FTO-related behavior. See FTO Supplement for FTO-related misconduct.)

NOT APPLICABLE

Indicate items not applicable by striking through ~~example~~ the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. **All** not applicable items must be explained.

DO NOT WRITE IN THE AREA BELOW



EMPLOYEE NAME _____

SERIAL NO. _____

PART II - OVERALL RATING

☐ SATISFACTORY

Satisfactorily handled assignments. Performance was generally equal or superior to the expected requirements of job.

☐ UNSATISFACTORY

Did not satisfactorily meet one or more job requirements.

TRAINING REVIEW: (Must be completed)

Review TEAMS report and assess the training completed during the assessment period. Explain how relevant the training received was to overall performance. What training or other learning experiences would you recommend for this employee's performance and development plan?

SIGNATURES

Employee: I certify that this report has been discussed with me. I understand that my signature does not indicate agreement.

Employee Signature

Date

Department/Unit Assessor Name & Serial No.
Print Name

Department/Unit Assessor Signature

Date

Reviewing Supervisor Name & Serial No.
Print Name

Reviewing Supervisor Signature

Date

Commanding Officer Name & Serial No.
Print Name

Commanding Officer Signature

Date

CONTRIBUTING SUPERVISORS (if applicable)

If more than one supervisor contributed to this assessment, list the name and serial number of the contributing supervisor(s) below:

PRINT NAME

SERIAL NO.

Supervisor

The below listed categories shall be completed to assess performance of an employee who is a supervisor.

A. DEVELOPMENT AND TRAINING OF SUBORDINATES: Is this supervisor consistently developing his/her subordinates thoughtfully and effectively?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Recognizes when a subordinate needs training and ensures the employee receives proper training. <input type="checkbox"/> Regularly corrects at-risk behavior of subordinates. <input type="checkbox"/> Meets occasionally with subordinates to discuss performance expectations, occasionally writes Employee Comment Sheets to document employee performance, and monitors employee performance. <input type="checkbox"/> Regularly reviews various RMIS reports, audits, and Action Items using the TEAMS II system. Completes TEAMS II transfer reviews on time.	<input type="checkbox"/> Did not ensure that one or more subordinates received proper training where need for training was clear. <input type="checkbox"/> Failed to address at-risk behavior of a subordinate. <input type="checkbox"/> Seldom or never meets with subordinates to discuss performance expectations, seldom or never writes Employee Comment Sheets to document employee performance, and fails to monitor employee performance. <input type="checkbox"/> Seldom or never reviews various RMIS reports, audits, and Action Items using the TEAMS II system. Does not complete TEAMS II transfer reviews on time.

B. SUPERVISORY ADMINISTRATIVE SKILLS: Consider the supervisor's ability to handle the administrative responsibilities associated with the employee's assignment.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Performance evaluations, including Standards Based Assessments (SBA), of subordinates accurately reflect performance of subordinates, are generally on time, and are based on real performance and documentation of employees. <input type="checkbox"/> Completes administrative investigations and reports on time with sufficient information to allow proper action. Investigations and reports require little or no revision.	<input type="checkbox"/> Submitted incomplete performance evaluations, including SBA; or granted evaluations/SBAs that were too generous given the employees' real performance and documentation; or turned in evaluations/SBAs late. <input type="checkbox"/> Submitted reports beyond deadlines, or which were difficult to understand, or which did not fulfill their purpose, or which required repeated kickbacks for substantial revision.

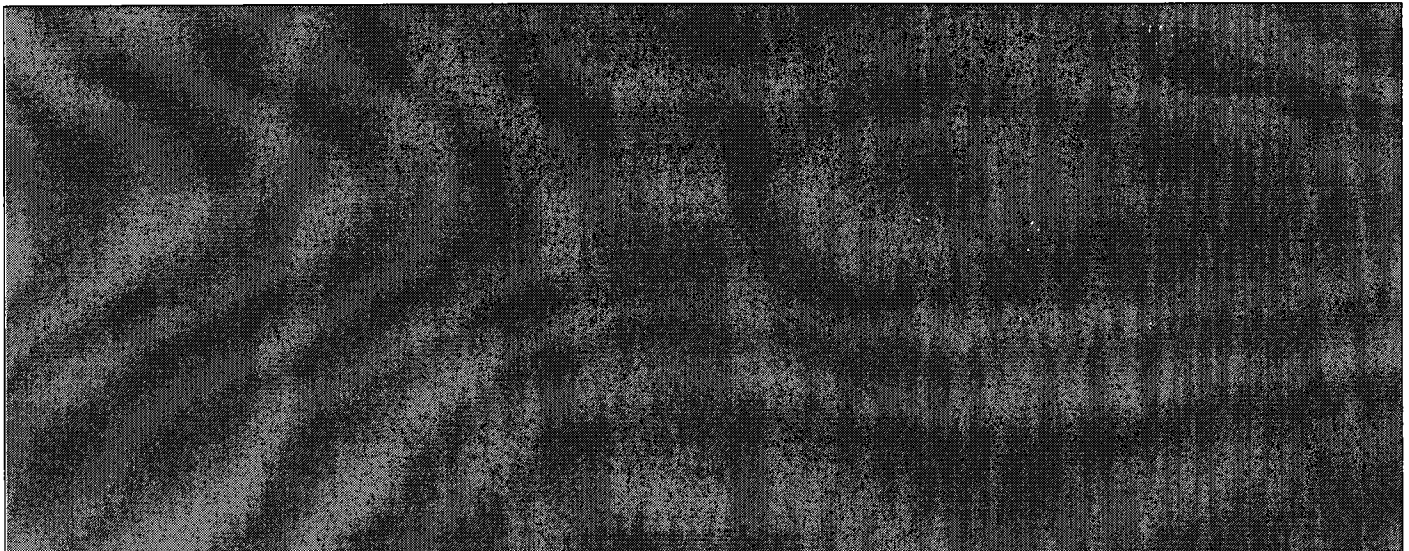
C. USE OF FORCE AND PERSONNEL COMPLAINT INVESTIGATION SKILLS: Consider the ability to manage, investigate, and complete reports for use of force incidents and Personnel Complaints.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Responds to and properly manages Categorical and Non-Categorical Use of Force incidents. <input type="checkbox"/> Conducts timely and complete use of force investigations and associated documentation meeting Department standards. <input type="checkbox"/> Responds appropriately to public complaint investigations; complaint investigation reports are complete and require minimal kickbacks to make reports effective for making final determinations on findings.	<input type="checkbox"/> Failed to respond to and/or properly manage Categorical or Non-Categorical Use of Force incidents. <input type="checkbox"/> Submitted use of force investigations that were incomplete, required further investigations or revision, inaccurately depicted events or statements, or missed deadlines. <input type="checkbox"/> Failed to respond or responded inappropriately to public complaint investigations; produced a complaint investigation report of poor quality, lacking important interviews, missing important addenda, or substantially misparaphrasing interviewee's statement.

D. CIVIL RIGHTS OVERSIGHT OF FIELD OPERATIONS: Ensures that subordinates follow proper procedures in matters of searches, seizures, detentions, arrests, warrants, and related reports.	
MEETS STANDARDS	NEEDS IMPROVEMENT <i>(Attach Required Documentation)</i>
<input type="checkbox"/> Properly reviews arrest, booking, and charging decisions.	<input type="checkbox"/> Failed to properly review arrest, booking, and charging decisions.
<input type="checkbox"/> Properly reviews investigative and arrest reports for detention, probable cause, and search and seizure compliance.	<input type="checkbox"/> Failed to properly review investigative and arrest reports for detention, probable cause, and search and seizure compliance.
<input type="checkbox"/> Properly reviews requests for warrants and affidavits to support warrant applications.	<input type="checkbox"/> Failed to properly review requests for warrants and affidavits to support warrant applications.
<input type="checkbox"/> Properly responds to incidents involving the service of search warrants.	<input type="checkbox"/> Failed to respond to a search warrant service when a response was required.
<input type="checkbox"/> Takes affirmative actions to prevent retaliation.	<input type="checkbox"/> Failed to prevent retaliation when such failure was reasonably avoidable.
<input type="checkbox"/> Properly evaluates 148 PC arrests for issues regarding training, policy, or tactics.	<input type="checkbox"/> Failed to properly evaluate 148 PC arrests for issues regarding training, policy, or tactics.
<input type="checkbox"/> Utilizes and adheres to Department guidelines and procedures regarding the use of confidential informants.	<input type="checkbox"/> Failed to properly utilize and adhere to Department guidelines and procedures regarding the use of confidential informants.

NOT APPLICABLE

Indicate items not applicable by striking through ~~(example)~~ the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. **All** not applicable items must be explained.

DO NOT WRITE IN THE AREA BELOW



Field Training Officer

The below listed categories shall be completed for all Police Officers III assigned as Field Training Officers.

A. ANNUAL REFRESHER TRAINING: Identify whether the employee completed FTO Annual Refresher Training and how the employee applied the training to his/her assignment.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT (Attach Required Documentation)
<input type="checkbox"/> Attended and passed annual refresher training.	<input type="checkbox"/> Did not attend annual refresher training or failed to complete the training once enrolled.

B. OBSERVING AND EVALUATING PERFORMANCE: Consider quality of employee's observations, evaluations, training and feedback as an FTO.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT (Attach Required Documentation)
<input type="checkbox"/> Trained all probationer partners according to FTO program standards. <input type="checkbox"/> Regularly documented probationary officers' performance according to FTO program standards. <input type="checkbox"/> Evaluated probationary officers according to FTO program standards.	<input type="checkbox"/> Failed to train a probationary officer in compliance with FTO program standards. <input type="checkbox"/> Often or in an important situation, did not document probationary officer performance according to FTO program standards. <input type="checkbox"/> Acted with inappropriate personal bias toward a probationary officer. <input type="checkbox"/> Hazed or otherwise treated a probationary officer inappropriately. <input type="checkbox"/> Received a Notice to Correct Deficiencies or sustained Personnel Complaint for FTO-related behavior.

C. TRAINING OFFICER ADMINISTRATIVE SKILLS: Evaluate the PO III's ability to document the probationer's performance in a clear and timely manner.	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT (Attach Required Documentation)
<input type="checkbox"/> Entries describe probationer's performance with clear, factual, and unambiguous documentation. <input type="checkbox"/> Entries documenting a deficiency are usually accompanied with remediation. <input type="checkbox"/> Checklists and probationer evaluations are usually completed in a timely manner. <input type="checkbox"/> Probationer Evaluations are always completed on time.	<input type="checkbox"/> Documentation contains little or no insight. Often entries in the probationer book are missing or late. <input type="checkbox"/> Entries documenting a deficiency often do not include remediation efforts. <input type="checkbox"/> Checklists are often incomplete and dates of completion are missing. <input type="checkbox"/> Probationer Evaluations are not completed in a timely manner and occasionally do not refer to specific entries.

NOT APPLICABLE

Indicate items not applicable by striking through ~~(example)~~ the text of the checkbox(es). Explain the reason why the item is not applicable in the space below. **All** not applicable items must be explained.

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

The following has been developed to assist supervisors when completing a Standards Based Assessment, Form 01.87.00, for employees of the ranks of lieutenant and below. There are two parts to the form plus unique supplements for assessments of supervisors and field training officers. These guidelines will provide information on how to prepare for completing assessments and how to complete each section of the form.

Preparing to Write an Assessment

The Standards Based Assessment (SBA) is designed to reflect factual employee performance or behavior. To do this, supervisors need to observe and document performance and behavior when it happens. The proper performance reports for documenting these observations are the Employee Comment Sheet (Comment Card), Form 01.77.00, Commendation Report, Form 01.18.00, Minor Commendation Report, Form 01.27.00, or Notice to Correct Deficiencies (NTCD), Form General 78.

As a general rule, supervisors should complete a minimum of one (1) Comment Card every Deployment Period (DP) for each employee in their den/unit, and Minor Commendations or NTCDs as appropriate. These should reflect observations of performance/behavior that meets the standards of the unit or command. Exceptional performance should be documented on a Commendation.

Comment Cards addressing sub-standard performance/behavior should describe the facts of the incident, what the standard of performance/behavior is, how the employee can achieve the standard, and explain why the standard matters. A Comment Card **shall not** state that future sub-standard performance will result in further discipline.

Supervisors should also meet regularly with each employee in their den/unit to discuss the employee's performance, goals, and how the employee can best meet the objectives of the unit/command. A TEAMS II Supervisor Action Item (SAI) should be created to record these meetings.

<u>Performance Oversight Summary</u>	
Daily in the Field <ul style="list-style-type: none">• Observe performance• Interact with employee (debrief, discuss, provide training)• Document observations (Comment Card, Commendation, NTCD)	Documentation <ul style="list-style-type: none">• Minimum 1 per DP• Format:<ul style="list-style-type: none">- Facts to describe employee actions- What the standard of performance is- How to meet the standards- Why the standard matters

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

Completing the Form

Administrative Section:

RMIS Action Item No.: Enter the corresponding TEAMS II RMIS Action Item number.

Type of Evaluation boxes, Anniversary Date of Current Rank, Name, Serial No., Rank, and Period Covered: Self-explanatory.

Assignment: Enter bureau, Area, or division name and unit if applicable.

Job Description: Briefly describe the specific duties of the assignment. Examples:

Assignment: <i>Hollywood Area-Patrol</i>	Job Description: Crime response & preliminary investigation, traffic enforcement, handle calls for service, community policing.
Assignment: <i>Planning & Research Div. — Staff Researcher</i>	Job Description: Research and write Orders and directives.

Part 1 – Specific Performance:

Part 1 is divided into six (6) categories of performance:

- A. Skills Required to Perform Current Assignment
- B. Initiative and Productivity
- C. Communication
- D. Personal Interactions
- E. Integrity
- F. Acceptance of Responsibility

Each category is defined and described on the form. Beneath the performance examples are two levels of standards: Meets or Exceeds Standards, and Needs Improvement. Within each standard level there are checkboxes with descriptions of performance in the category that reflect the level.

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

Each category has descriptions of types of skills, duties, and tasks under each standard level heading. Only one box can be checked when the descriptions are for the same skill, duty, or task.

Supervisors completing the assessment will check the standards boxes that best describe the employee's performance in the particular category. Attached documentation (Commendations, Comment Cards, citizen letters, NTCDs, etc) is recommended and encouraged for boxes checked as Meets or Exceeds Standards.

Documentation (Comment Cards or NTCDs) **shall** be attached to the SBA for **all** boxes checked as Needs Improvement.

Note: If the box for a sustained complaint is checked in the Acceptance of Responsibility category, only a copy of the final adjudication document (Conditional Reprimand, Admonishment, Suspension and Relief From Duty, etc.) should be attached. **Do not** attach the entire Complaint - just attach the one-page document finalizing the disposition.

An assessment within each category can have boxes checked at different performance levels as long as it is not for the same skill set. For example an employee may meet or exceed standards for one skill set and needs improvement for all the other skill sets in that category.

An evaluation could look something like the below example:

Example

D. PERSONAL INTERACTIONS: How does the employee interact with citizens, employees, and Department rules?	
MEETS OR EXCEEDS STANDARDS	NEEDS IMPROVEMENT
<input checked="" type="checkbox"/> Receives citizen commendations for helpfulness, assistance, compassion, etc.	<input type="checkbox"/> Receives an inordinate number of complaints from citizens, co-workers, or supervisors for being rude, curt, brusque, or discourteous.
<input checked="" type="checkbox"/> Shows regard for department policies by complying with rules and regulations.	<input type="checkbox"/> Inappropriately expresses open hostility toward the Department or its policies in the workplace.
<input checked="" type="checkbox"/> Exhibits a pleasing or congenial demeanor with co-workers and citizens.	<input type="checkbox"/> Unnecessarily or inappropriately confrontational, sarcastic, indignant, or demeaning of others or their ideas.
<input checked="" type="checkbox"/> Encourages peers, subordinates, or trainees to be productive.	<input type="checkbox"/> Responds to clear supervisory directions with resistance, delay, or indignation.
<input type="checkbox"/> Typically cooperates with co-workers and others.	<input checked="" type="checkbox"/> Resists cooperating with co-workers.

Attached documentation should describe an **objective** account of **specific** events and/or incidents. The examples must describe **actions** by the employee that meet the definition of the boxes checked.

Los Angeles Police Department
STANDARDS BASED ASSESSMENT
Lieutenant and Below

GUIDELINES FOR COMPLETING THE REPORT

Not Applicable

Indicate items not applicable by striking through (~~example~~) the text of the check box(es). Explain the reason why the item is not applicable in the space below. **All** not applicable items must be explained. Use a black or blue pen to draw a line through any Meets or Exceeds box that is not applicable for this employee (leave the box blank if the skill is checked in the Needs Improvement column). In space provided below NOT APPLICABLE, identify the box lined out and explain why it is not applicable.

For Example:

D. This employee's duties do not include citizen contact; therefore he has not received any citizen commendations.

- OR -

E. The first two standards do not apply to the duties of this employee. The employee was not the subject of a Department generated integrity audit during this assessment period.

Part 2 – Overall Rating:

Check **Satisfactory** or **Unsatisfactory**: – Self-explanatory

TRAINING REVIEW (Must be completed):

Review TEAMS report and assess the training completed during the assessment period. Explain how relevant the training received was to overall performance. What training or other learning experiences would you recommend for this employee's performance and development plan? Be specific and explain the connection between the training and the duties, tasks, and skills associated with this employee's assignment.

SIGNATURES – Self-explanatory.

Supervisor and Field Training Officer Supplements

These sections are completed in the same manner as Part 1 of the primary Standards Based Assessment.